

University Senate (First Reading) 1/22/04
University Senate (Second Reading) 2/26/04
Approved by University Senate 3/11/04
Approved by Faculty and Professional Personnel 5/10/04
Approved by Ball State Board of Trustees 12/17/04

I. UNIVERSITY SENATE MEMBERSHIP

1. Membership in the University Senate shall consist of the following elected and ex officio representatives:
 - 1.1 By virtue of their offices the President of the University, the Provost and Vice President for Academic Affairs, the chairpersons of the three councils of the University Senate, and one academic dean selected annually by all such deans to represent them;
 - 1.2 A total of forty-nine regular faculty representatives, one elected from each department for staggered two-year terms;
 - 1.3 A total of two contract faculty elected for staggered two-year terms by and from the full-time contract faculty with a minimum of three years of full-time, continual service to the university;
 - 1.4 A total of five professional personnel representatives, one each elected by and from the five professional personnel areas, for staggered two-year terms. The electorate in each unit shall be the professional personnel on tenure, tenure-track, or continuing contracts. For purposes of participation in the governance system, faculty with primary assignment in one of the five professional areas shall be defined as professional personnel.
 - 1.5 By virtue of their offices the President of the Student Government Association; the President of the Student Senate; the President Pro Tempore of the Student Senate, one graduate student elected by the graduate student body at large, and six undergraduate students elected by the student body at large for one-year terms. In the case of vacancies the President of the Student Government Association shall appoint students to best represent the diverse student population at Ball State University.
2. At no time shall the total membership of the University Senate exceed seventy-one representatives. Needed adjustments will be made whenever changes occur in the number of units.
3. No person except students may serve more than three consecutive full terms as an elected member of the Senate.
4. All elections of faculty and professional personnel representatives to the University Senate will be conducted by the units which they represent under the supervision of the Governance and Elections Committee. Student representatives will be appointed by the Student Government

Association. Appointments shall be made and elections shall be held by 15 March each year for Senators to be seated in the fall.

5. Ex officio and elected members of the Senate have full voting rights in University Senate and on University Senate standing committees. Any member of the University Senate who is unable to attend one or more of its sessions may designate an alternate from the same unit for such meetings. The alternate must register with the Secretary of the Senate before the start of the meeting to be eligible to participate and vote.
6. Resignations from the Senate must be submitted in writing to the Secretary of the Senate and contain a specific date of effectiveness.
7. If an elected senator is unable to discharge his or her obligations, the electorate of the unit concerned may by majority vote request the Governance and Elections Committee to declare the seat vacant.
8. When a position is vacated in the Senate, a replacement will be elected to complete the original term through the same process used for electing the vacating representative. The person chosen as a replacement will be eligible for later election to another full term.
9. The University Senate reserves the right to determine the eligibility of its members in accordance with this Constitution.

University Senate Structure and Organization

1. The University Senate shall have three elected officers, chosen by majority vote to serve one year terms, who must be elected members and not ex officio members of the Senate. After the completion of Senate elections in the spring, a special session of the Senate will be convened no later than 30 April for the purpose of electing Senate officers and members of Senate standing committees. Those eligible to vote during this session will be newly elected Senators and sitting Senators who have one year remaining in their current term. Newly appointed and elected officers and committee members will be seated in the fall, and current-sitting officers will continue to serve until the fall.
 - 1.1 The Chairperson shall conduct all meetings of the Senate, serve as chairperson of its Agenda Committee, and represent the University governance system at the highest level. A parliamentarian shall be named each year by the Chairperson.
 - 1.2 The Vice Chairperson shall serve in all capacities as assistant to the Chairperson, as presiding officer whenever the Chairperson is unable to perform the duties of the office, shall serve as Vice Chairperson of the Agenda Committee, and as Chairperson of the Governance and Elections Committee.
 - 1.3 The Secretary shall maintain and preserve all records of the Senate and governance system, assisted by a permanent Under-Secretary designated by the Provost and Vice President for Academic Affairs, and shall serve as secretary of the Agenda Committee.
2. Two standing committees of the Senate shall be maintained on a continuing basis: the Agenda Committee, and Governance and Elections Committee.

2.1 Agenda Committee

2.11 The membership of the committee shall consist of eleven individuals: by virtue of their offices the Provost and Vice President for Academic Affairs, ex officio, or a designee; the Chairperson, Vice Chairperson, and Secretary of the Senate; the Chairpersons of the Faculty Council, University Council and Campus Council; the President Pro Tempore of the Student Senate; and three elected members of the Senate chosen by the body, for staggered two year terms.

2.2 Governance and Elections Committee

2.21 The membership of the committee shall consist of fourteen individuals: seven faculty members, one representing each college, elected by and from the Faculty Council for staggered two year terms; one academic dean chosen by all such deans for a two year term; two professional personnel, elected by and from the University Council for staggered two year terms; one student, elected by and from the Campus Council for a one year term; the President of the University, ex officio, or a designee; the President of the Student Government Association, ex officio, or a designee; and the Vice Chairperson of the Senate, who shall serve as Chairperson of the committee. A secretary shall be elected by the committee each year.

II. UNIVERSITY SENATE COUNCILS

1. The Senate shall maintain three University Senate Councils – the Campus Council, the Faculty Council, and the University Council – to assist the University Senate in forming educational policies. The three University Senate Councils shall maintain the following standing committees:
 - 1.1 **Campus Council:** Events Programming and Scheduling, Public Safety, Student Activities, Student Center, Student Financial Assistance, Student Rights, Ethics and Standards;
 - 1.2 **Faculty Council:** Academic Freedom and Ethics, Contract Faculty, Creative Arts, Creative Teaching, Graduate Education, Instructional Media Support, Library, Professional Education, Salary and Benefits, Special Leave, Teaching Evaluation, Undergraduate Education, University Promotion and Tenure;
 - 1.3 **University Council:** Academic Assessment and Institutional Research, Admissions and Credits, Athletics, Extended Education, Financial and Budgetary Affairs, Information Technology, International Programs, Judicial, Master Planning and Facilities, Publications and Intellectual Properties, and Research.
2. The establishment of new University Senate Councils and Council Standing Committees shall be recommended to the Senate by the Governance and Elections Committee

3. The membership of each council will elect by majority vote a Chairperson, Vice Chairperson and a Secretary for a one year term who will constitute the Executive Committee responsible for the following:
 - 3.1 Proposing assignments to each of the standing committees on the Councils;
 - 3.2 Preparing an agenda for each meeting of the Councils;
 - 3.3 Receiving and forwarding recommendations or issues approved by each Council.
4. The Chairperson for the Campus Council shall be a student; the chairperson for the Faculty Council shall be a faculty member; and the chairperson of the University Council shall be a professional personnel member.
5. The duties of University Senate Councils and Council Committee officers shall be as follows:
 - 5.1 The chairperson shall conduct all meetings of the council or committee, provide leadership and coordination to the work of the body, and represent the body before other units of the governance system;
 - 5.2 The vice-chairperson shall serve as assistant to the chairperson and as presiding officer in the chairperson's absence;
 - 5.3 The secretary shall take the minutes of the council or committee and distribute them as directed, and shall serve as presiding officer in the absence of a vice chairperson whenever the chairperson is unable to perform the duties of the office.
6. Ex officio members shall not vote or hold office on Councils or Council Committees.
7. Each Council shall have the power to establish, on a temporary basis, ad hoc committees to inquire into a specific issue or topic related to its responsibilities and not under the jurisdiction of a Standing Committee. Such ad hoc Committees shall be established by resolution of the entire Council, which shall specify the membership and duration of the ad hoc Committee. Each ad hoc Committee shall have a majority of its membership from Council members.
8. All actions of University Senate Councils and Council Standing Committees which establish or alter educational policy shall be referred to the University Senate for approval. Other actions not involving a change in educational policy shall be forwarded to the appropriate administrative officer. Implementation of such action is the responsibility of the administrative officer in accordance with University procedures.
9. All actions of University Senate Councils and Council Standing Committees are subject to review by the University Senate. Such action may be initiated by the Agenda Committee or by a senator on the floor of the Senate supported by a majority of the members present and voting.
10. Any three members of a University Senate Council or committee may petition the chairperson to call a meeting of the body.

11. Meetings of councils, committees, and subcommittees are open meetings unless the chairperson announces in advance that a closed meeting is to be held for the purpose of discussing sensitive or personnel issues. Visitors may attend open meetings but are not permitted to participate unless invited to do so.
12. A quorum is a majority of the members serving on a council or committee.
13. Each council or committee shall make a written summary report of its activities at the end of each academic year.
14. Each council or committee shall transmit eight copies of its minutes, the summary report, and also all bylaws and operating procedures adopted by the body as follows: one copy each to the Office of the President, the chairperson of the council, and the executive secretary of the council, and five copies to the Undersecretary of the University Senate, who shall forward one copy each to the Chairperson, Vice Chairperson, Secretary of the University Senate, the President of the Student Government Association, and the Ball State University Archives maintained by the University Libraries. However, the minutes of the Academic Freedom and Ethics Committee and the University Promotion and Tenure Committee insofar as they concern confidential personnel recommendations shall be distributed instead to the President, the appropriate Vice President, and the chairperson of the council.
15. University Senate Council or committee members who cannot attend a meeting may with the concurrence of the chairperson arrange to have an informed substitute attend, provided that such substitute was eligible at the time of the original appointment or election to be appointed or elected from or representing the same constituency, if any. A substitute may participate in the deliberations of the body and may vote, but only after proper registration with the secretary of the body before the start of the meeting. When a position is vacated in the University Senate Councils, or Committees within the governance system, a replacement will be selected to complete the original term through the same process used for selecting the vacating representative. The person chosen as a replacement will be eligible for later selection to another full term.
16. University Senate Councils or committee members who establish a pattern of absences from official meetings, thus depriving their unit or constituency of representation, may be replaced upon the recommendation of the chairperson or the written request of at least one-third of the membership of the committee or council affected. Such recommendation or request shall be made to the Chairperson of the Governance and Elections Committee. After review by the Governance and Elections Committee, and being satisfied that appropriate notification to those involved has been made, the Governance and Elections Committee shall declare the position vacant and will initiate appropriate replacement procedures.
17. The word “colleges” in this document refers to the following seven colleges: College of Applied Sciences and Technology; College of Architecture and Planning; College of Business; College of Communication, Information, and Media; College of Fine Arts; College of Sciences and Humanities; and Teachers College.

Amendments

This Constitution can be amended in the following manner: (1) presenting a written statement of the proposed amendment at a regular meeting of the University Senate and then at the next regular meeting of the University Senate securing a majority vote of those present and voting. If the proposed amendment receives such a majority vote, it will then be distributed to all faculty and professional personnel units; (2) securing approval of the proposed amendment by a two-thirds vote of all those present and voting at meetings held within the faculty and professional personnel units within sixty calendar days of notification for a unit meeting to be held, with vote results from each unit to be reported promptly by the unit Chairperson/Head to the Provost and Vice President for Academic Affairs; and (3) securing the approval of the University Board of Trustees for the proposed amendment.

III. Campus Council

1. Membership

The membership of the Campus Council shall consist of the following:

1.1 Voting

- 1.11 Two faculty appointed by the Faculty Council, for staggered three year terms;
- 1.12 Two professional personnel appointed by the University Council, for staggered three year terms;
- 1.13 Nine students appointed by the Student Government Association for one year terms; seven selected by the Student Government Association and two selected by the Residence Hall Association.

1.2 Non-voting

- 1.21 The Vice President for Student Affairs and Enrollment Management, ex officio, or a designee;
- 1.22 The Vice President for Business Affairs, ex officio, or a designee;
- 1.23 The Vice President for University Advancement, ex officio, or a designee;
- 1.24 The Vice President for Information Technology, ex officio, or a designee;
- 1.25 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 1.26 The Chairperson of the Faculty Council, ex officio, or a designee;
- 1.27 The Chairperson of the University Council, ex officio, or a designee.

2. Structure

The membership will elect by majority vote a Chairperson, who must be a student, a Vice Chairperson and a Secretary for a one-year term who will constitute an Executive Committee responsible for the following:

- 2.1 Proposing committee assignments to each of the standing committees on the Councils;
- 2.2 Preparing an agenda for each meeting of the Campus Council;
- 2.3 Receiving, considering and forwarding recommendations or issues approved by the Campus Council.
- 2.4 The following six standing committees shall be maintained on a continuing basis: Events Programming and Scheduling, Public Safety, Student Activities, Student Center, Student Financial Assistance, and Student Rights, Ethics and Standards.

In addition, the Campus Council may form such ad hoc committees as it deems necessary for carrying out its responsibilities, subject to the following conditions:

- 2.41 Submission of a written report to the University Senate at the time of the ad hoc committee's formation to explain its purpose, membership and expected date for completion of tasks and dissolution;
- 2.42 Limitation of the existence of any ad hoc committee to a period not exceeding twelve months from the date of formation, unless the Council approves a specific extension or authorizes that the ad hoc committee be replaced by a new standing committee.

3. Responsibilities:

The Campus Council is responsible for the following initiatives and activities:

- 3.1 To consider and develop policies and practices on matters relating to student organizations, activities, conduct, discipline, placement, health, financial assistance, intramural sports and recreational programs, counseling, and other non-academic student interests, concerns, and welfare;
- 3.2 To consider and develop policies and practices on matters dealing with programs and special events affecting the cultural life of the University and its regional community;
- 3.3 To act in an advisory capacity to those who administer the various programs related to student and campus life;
- 3.4 To conduct studies and make recommendations on matters referred to the Council;
- 3.5 To consider and develop policies and procedures on other non-academic matters which affect the campus community.
- 3.6 To approve all appointments to the standing committees on the Council.

IV. FACULTY COUNCIL

1. Membership

The membership of the Faculty Council shall consist of the following:

1.1 Voting

- 1.11 Forty-nine faculty members elected to the University Senate, for staggered two year terms;
- 1.12 Two contract faculty members elected to the University Senate, for staggered two year terms.

1.2 Non-voting

- 1.21 The Chairperson of the Campus Council, ex officio, or a designee;
- 1.22 The Chairperson of the University Council, ex officio, or a designee;
- 1.23 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

2. Structure

The membership will elect by majority vote a Chairperson who must be a faculty member, Vice Chairperson and a Secretary for a one year term which will constitute an Executive Committee responsible for the following:

- 2.1 Proposing committee assignments to each of the standing committees on the Councils;
- 2.2 Preparing an agenda for each meeting of the Faculty Council;
- 2.3 Receiving, and forwarding recommendations or issues approved by the Faculty Council;
- 2.4 Thirteen other standing committees of the Faculty Council shall be maintained on a continuing basis. They are: Academic Freedom and Ethics, Contract Faculty, Creative Arts, Creative Teaching, Graduate Education, Instructional Media Support, Library, Professional Education, Salary and Benefits, Special Leave, Teaching Evaluation, Undergraduate Education, University Promotion and Tenure.

In addition, the Faculty Council may form such ad hoc committees as it deems necessary for carrying out its responsibilities, subject to the following conditions:

- 2.41 Submission of a written report to the University Senate at the time of the ad hoc committee's formation to explain its purpose, membership and expected date for completion of tasks and dissolution;
- 2.42 Limitation of the existence of any ad hoc committee to a period not exceeding twelve months from the date of formation, unless the Council approves a specific extension or authorizes that the ad hoc committee be replaced by a new standing committee.

3. Responsibilities

The Faculty Council is responsible for the following initiatives and activities:

- 3.1 To consider and develop policies and procedures on matters regarding all academic policies and programs; academic freedom and ethics; the appointment, promotion, tenure, and dismissal of faculty members and tenured professional personnel acting in a faculty capacity; salaries; benefit programs; and other conditions of employment affecting faculty.
- 3.2 To consider and develop policies and procedures on matters regarding the health and personal well-being of faculty and the welfare of emeriti faculty;
- 3.3 To consider and develop policies, procedures and programs regarding scholarly activities; leaves of absence; and other opportunities for professional development;
- 3.4 To solicit and survey opinions of the faculty on matters concerning their interests and welfare and to recommend appropriate action;
- 3.5 To act in an advisory capacity to those who administer the various programs related to the status, remuneration, and well-being of faculty and emeriti faculty;
- 3.6 To approve all appointments to the standing committees on the Council.

V. **University Council**

1. Membership

The membership of the University Council shall consist of the following:

1.1 Voting

- 1.11 The five elected professional personnel members of the University Senate, for staggered two year terms;
- 1.12 Ten additional professional personnel, two each elected by and from the professional personnel in Academic Affairs, Business Affairs, Information Technology, Student Affairs and Enrollment Management, and University Advancement, for staggered two year terms;
- 1.13 Seven faculty, one appointed from each college, by Faculty Council, for staggered two year terms;
- 1.14 Five students appointed by Student Government Association, for one year terms.

1.2 Non-Voting:

- 1.21 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 1.22 The Vice President for Business Affairs, ex officio, or a designee;
- 1.23 The Vice President for Information Technology, ex officio, or a designee;

- 1.24 The Vice President for Student Affairs and Enrollment Management, ex officio, or a designee;
- 1.25 The Vice President for University Advancement, ex officio, or a designee;
- 1.26 The Chairperson of the Faculty Council, ex officio, or a designee;
- 1.27 The Chairperson of the Campus Council, ex officio, or a designee.

2. Structure

The membership of the University Council will elect by majority vote a Chairperson who must be a professional personnel member, Vice Chairperson and a Secretary for a one year term which will constitute an Executive Committee responsible for the following:

- 2.1 Proposing committee assignments to each of the standing committees on the Councils;
- 2.2 Preparing an agenda for each meeting of the University Council;
- 2.3 Receiving, and forwarding recommendations or issues approved by the University Council;
- 2.4 Eleven other standing committees of the University Council shall be maintained on a continuing basis: Academic Assessment, Admissions and Credits, Athletics, Extended Education, Financial and Budgetary Affairs, International Programs, Judicial, Master Planning and Facilities, Publications and Intellectual Properties, Research, and University Information Technology.

In addition, the University Council may form such ad hoc committees as it deems necessary for carrying out its responsibilities, subject to the following conditions:

- 2.41 Submission of a written report to the University Senate at the time of the ad hoc committee's formation to explain its purpose, membership and expected date for completion of tasks and dissolution;
- 2.42 Limitation of the existence of any ad hoc committee to a period not exceeding twelve months from the date of formation, unless the Council approves a specific extension or authorizes that the ad hoc committee be replaced by a new standing committee.

3. Responsibilities

The University Council is responsible for the following initiatives and activities:

- 3.1 To consider and develop policies and procedures on judicial matters regarding faculty and professional personnel;
- 3.2 To consider and develop policies, procedures and programs regarding academic and institutional research; the publication and dissemination of manuscripts and other intellectual property; grants and awards; and other opportunities for professional development;

- 3.3 To consider and develop policies and programs regarding academic assessment, admissions, athletics, extended education, international programs, master planning and facilities, and University information technology;
- 3.4 To solicit and survey opinions of the faculty, professional personnel, staff and students on matters concerning their interests and welfare and to recommend appropriate action;
- 3.5 To approve all appointments to the standing committees on the Council.

VI. COMMITTEE MEMBERSHIP

Campus Council

1. Events Programming and Scheduling Committee

1.1 Membership

The membership of the Events Programming and Scheduling Committee shall consist of the Following:

1.11 Voting

- 1.111 Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;
- 1.112 Two faculty, appointed by the Faculty Council, for staggered two year terms;
- 1.113 Two members appointed by the University Council, for staggered two year terms;
- 1.114 Two students with special interest or expertise in the performing arts to be appointed by the Student Government Association, for one year terms;
- 1.115 Four members from the community or region to be appointed by the President of the University, for staggered two year terms;

1.12 Non-voting

- 1.121 The Dean of the College of Fine Arts, ex officio, or a designee;
- 1.122 The Executive Director of Alumni Programs Office, ex officio, or a designee;
- 1.123 The Director of Emens Auditorium, ex officio, or a designee;
- 1.124 The Director of Sports Facilities Management, ex officio, or a designee;
- 1.125 The Associate Director of Emens Auditorium, ex officio, or a designee;
- 1.126 One representative from the Student Center Committee.

2. Public Safety Committee

2.1 Membership

The membership of the Public Safety Committee shall consist of the following:

2.11 Voting

- 2.111 Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;
- 2.112 Two faculty appointed by the Faculty Council, for staggered two year terms;
- 2.113 Two members appointed by the University Council, for staggered two year terms;

2.114 Two students appointed by the Student Government Association, for one year terms;

2.12 Non-voting

2.121 The Associate Vice President for Student Services, ex officio, or a designee;

2.122 The Director of Public Safety, ex officio, or a designee;

2.123 The President of the Staff Council, ex officio, or a designee.

3. Student Activities Committee

3.1 Membership

The membership of the Student Activities Committee shall consist of the following:

3.11 Voting

3.111 Two members and appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;

3.112 Two faculty appointed by the Faculty Council for staggered two-year terms;

3.113 Two members appointed by the University Council for staggered two year terms;

3.114 Three students appointed by the Student Government Association for one year terms.

3.12 Non-voting

3.121 The Director of Student Organizations and Activities, ex officio, or a designee;

3.122 The President of Student Government Association, ex officio, or a designee;

3.123 The Director of Recreation Services, ex officio, or a designee.

4. Student Center Committee

4.1 Membership

The membership of the Student Center Committee shall consist of the following:

4.11 Voting

4.111 Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;

4.112 Two faculty appointed by the Faculty Council, for staggered two year terms;

4.113 Two members appointed by the University Council, for staggered two year terms;

4.114 Four students appointed by the Student Government Association, for one year terms;

4.115 One student representative appointed by the University Program Board, for a one year term.

4.12 Non-voting

4.121 The Director of the Student Center, ex officio, or a designee;

4.122 The Associate Vice President of Student Life, ex officio, or a designee;

4.123 The Director of Emens Auditorium, ex officio, or a designee.

5. Student Financial Assistance Committee

5.1 Membership

The membership of the Student Financial Assistance Committee shall consist of the following:

5.11 Voting

5.111 Two members appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;

5.112 Two faculty appointed by the Faculty Council, for staggered two year terms;

5.113 Two members appointed by the University Council, for staggered two year terms;

5.114 Two students appointed by the Student Government Association, for one year terms.

5.12 Non-voting

5.121 The Director of Scholarships and Financial Aid, ex officio, or a designee.

6. Student Rights, Ethics and Standards Committee

6.1 Membership

The membership of the Student Rights, Ethics and Standards Committee shall consist of the following:

6.11 Voting

6.111 Two members and appointed by the Campus Council, of whom at least one appointee must be a member of that Council, for staggered two year terms;

6.112 Two faculty appointed by the Faculty Council, for staggered two year terms;

6.113 Two members appointed by the University Council, for staggered two year terms;

6.114 Two students appointed by the Student Government Association, for one year terms.

6.12 Non-voting

- 6.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 6.122 The Vice President for Student Affairs and Enrollment Management, ex officio, or a designee;
- 6.123 The Vice President of the Student Government Association, ex officio, or a designee.

FACULTY COUNCIL

1. Academic Freedom and Ethics Committee

1.1 Membership

The membership of the Academic Freedom and Ethics Committee shall consist of the following appointed members:

1.11 Voting

1.111 Seven tenured faculty members, one representing each college, appointed by the Faculty Council, for staggered two year terms;

1.112 Two professional personnel, appointed by the University Council, for staggered two year terms.

1.12 Non-voting

1.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

2. Contract Faculty Committee

2.1 Membership

The membership of the Contract Faculty Committee shall consist of the following:

2.11 Voting

2.111 Two members appointed by the Faculty Council, for staggered two year terms;

2.112 One full-time contract faculty member elected by and from the Contract Faculty of each college, for staggered two year terms;

Colleges may elect tenure-line faculty members if no willing contract faculty member is available; only full-time contract faculty and those who hold half-time or more contracts for more than one year will elect their own representatives to Contract Faculty Affairs Committee;

2.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

2.12 Non-voting

2.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

3. Creative Arts Committee

3.1 Membership

The membership of the Creative Arts Committee shall consist of the following:

3.11 Voting

3.111 Seven members appointed by the Faculty Council, one representing each college, for staggered two year terms;

3.112 One undergraduate student and one graduate student appointed by the Student Government Association, for one year terms.

3.12 Non-voting

3.121 The Dean of the College of Fine Arts, ex officio, or a designee.

4. Creative Teaching Committee

4.1 Membership

The membership of the Creative Teaching Committee shall consist of the following:

4.11 Voting

4.111 Seven members, one representing each college, selected by and from the membership of the Faculty Council, for staggered two year terms;

4.112 One undergraduate student and one graduate student appointed by the Student Government Association, for one year terms.

4.12 Non-voting

4.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

5. Graduate Education Committee

5.1 Membership

The membership of the Graduate Education Committee shall consist of the following:

5.11 Voting:

5.111 Two members appointed by and from the Faculty Council who are members of the Graduate Faculty, for staggered two year terms;

5.112 Eleven members of the Graduate Faculty elected by and from the regular Graduate Faculty, with the number of representatives from each college based on the ratio of that college's membership in the total Graduate

- Faculty, for staggered two year terms;
- 5.113 Three members of the Graduate Faculty appointed by the Faculty Council upon recommendation by the Dean of the Graduate School for staggered two year terms;
 - 5.114 Seven graduate students appointed by the Campus Council, from each college offering graduate programs for one year terms.

5.12 Non-voting:

- 5.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 5.122 The Dean of the Graduate School, ex officio, or a designee;
- 5.123 The Associate Dean of the Graduate School, ex officio, or a designee;
- 5.124 The Assistant Dean of the Graduate School, ex officio, or a designee.

6. Instructional Media Support Committee

6.1 Membership

The membership of the Instructional Media Support Committee shall consist of the following:

6.11 Voting

- 6.111 Seven faculty members, one representing each college, at least one of whom must be a member of the Faculty Council, appointed by the Faculty Council, for staggered two year terms;
- 6.112 One professional personnel appointed by University Council for a two year term;
- 6.123 One student appointed by Student Government Association, for a one year term.

6.12 Non-voting

- 6.121 The Executive Director of Teaching and Learning Advancement, ex officio, or a designee;
- 6.122 The Director of the Teleplex, ex officio, or a designee;
- 6.123 The Director of University Computing Services, ex officio, or a designee;
- 6.124 The Chairperson of the Information Technology Committee, ex officio, or a designee.

7. Library Committee

7.1 Membership

The Library Committee shall consist of the following:

7.11 Voting

- 7.111 Seven faculty appointed by the Faculty Council, including one faculty member from each college, for staggered two year terms;
- 7.112 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms;
- 7.113 Two professional personnel with primary appointment in different professional areas appointed by University Council, for staggered two year terms;
- 7.114 One member appointed from the Undergraduate Education Committee, for a one year term;
- 7.115 One member appointed from the Graduate Education Committee, for a one year term.

7.12 Non-voting

- 7.121 The Dean of University Libraries, ex officio, or a designee.

8. Professional Education Committee

8.1 Membership

The membership of the Professional Education Committee shall consist of the following:

8.11 Voting

- 8.111 Three faculty appointed from the College of Sciences and Humanities, for staggered two year terms;
- 8.112 Two faculty appointed from the College of Applied Sciences and Technology, for staggered two year terms;
- 8.113 One faculty appointed from the College of Fine Arts, for a two year term;
- 8.114 One faculty appointed from the College of Business, for a two year term;
- 8.115 Two faculty appointed from Teachers College, for two year terms;
- 8.116 One faculty appointed from the College of Communication, Information, and Media, for a two year term;
- 8.117 One graduate student appointed by Professional Education Committee, for a one year term;
- 8.118 One undergraduate student appointed by Professional Education Committee, for a one year term;
- 8.119 Three representatives appointed from K-12 public education (two teachers and an administrator who currently holds the rank of adjunct professor at

Ball State University) appointed by the Professional Education Committee, for two year terms.

8.12 Non-voting

8.121 The Dean of Teachers College, ex officio, or designee;

8.122 The Associate Dean of Teachers College, ex officio, or designee;

8.123 The Chairpersons of the following Departments: Educational Psychology, Educational Studies, Elementary Education, Special Education, ex officio, or a designee.

9. Salary and Benefits Committee

9.1 Membership

The membership of the Salary and Benefits Committee shall consist of the following:

9.11 Voting:

9.111 Seven members selected by and from the membership of the Faculty Council, one representing each college, for staggered two year terms;

9.112 One Professional Personnel member appointed by the University Council, for a one year term;

9.113 One member appointed by and from the University Council's Financial and Budgetary Affairs Committee, for a one year term.

9.12 Non-voting:

9.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

9.122 The Vice President for Business Affairs, ex officio, or a designee.

10. Special Leave Committee

10.1 Membership

The membership of the Special Leave Committee shall consist of the following:

10.11 Voting

10.111 Seven faculty members, one elected from each college, for staggered two year terms;

10.112 One professional personnel member appointed by the Governance and Elections Committee, for a two year term.

10.12 Non-voting

10.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

11. Teaching Evaluation Committee

11.1 Membership

The membership of the Teaching Evaluation Committee shall consist of the following:

11.11 Voting:

- 1.111 Seven members, one representing each college appointed by the Faculty Council for staggered two year terms;
- 1.112 Two members appointed by the University Council for staggered two year terms;
- 1.113 One undergraduate student and one graduate student appointed by the Student Government Association for one year terms;
- 1.114 One member appointed by and from the Extended Education Committee for a one year term.

11.12 Non-voting

- 11.121 The Executive Director of the Office of Teaching and Learning Advancement, ex officio, or a designee;
- 11.122 The Director of University Computing Services, ex officio, or a designee;
- 11.123 The Assistant Director of Research and Design, ex officio, or a designee.

12. Undergraduate Education Committee

12.1 Membership

The membership of the Undergraduate Education Committee shall consist of the following:

12.11 Voting

- 12.111 Seven members appointed by and from the Faculty Council, for staggered two year terms;
- 12.112 Fourteen faculty, two from each college, shall be elected by the faculty of that college, for staggered two year terms;
- 12.113 Three undergraduate students appointed by the Student Government Association, for one year terms.

12.12 Non-voting

12.121 The Provost and Vice President for Academic Affairs, ex officio or a designee;

12.122 The Director of Academic Systems, ex officio, or a designee;

12.123 One Academic Advising Resource Center Coordinator appointed by the Faculty Council, ex officio, or a designee.

12.3 University Core Curriculum Subcommittee

12.31 Membership

The membership of the University Core Curriculum Subcommittee shall consist of the following:

12.311 Voting

12.3111 One faculty appointed by and from the Undergraduate Education Committee, for a one year term;

12.3112 Six faculty appointed by the Faculty Council, for staggered two year terms;

12.3113 One undergraduate student appointed by the Student Government Association, for a one year term.

12.312 Non-voting

12.3121 The Associate Provost and Dean of University College, ex officio, or a designee.

13. University Promotion and Tenure Committee

13.1 Membership

The membership of the University Promotion and Tenure Committee shall consist of the following:

13.11 Voting

13.111 Seven tenured faculty, one representing each college, elected by the tenured and tenure-track faculty, for staggered two year terms.

13.12 Non-voting

13.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee.

UNIVERSITY COUNCIL

1. Academic Assessment and Institutional Research Committee

1.1 Membership

The membership of the Academic Assessment and Institutional Research Committee shall consist of the following:

1.11 Voting:

- 1.111 Three members appointed by the University Council, one of which is serving on the University Council, for staggered two year terms;
- 1.112 Seven faculty members, one representing each college, of which at least one must be a member of the University Council, appointed by the University Council for staggered two year terms;
- 1.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

1.12 Non-voting:

- 1.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 1.122 The Director of the Office of Academic Assessment and Institutional Research, ex officio, or a designee.

2. Admissions and Credits Committee

2.1 Membership

The membership of the Admissions and Credits Committee shall consist of the following:

2.11 Voting

- 2.111 Five professional personnel appointed by the University Council, for staggered two year terms;
- 2.112 Seven faculty, one representing each college, appointed by the Faculty Council, for staggered two year terms;
- 2.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

2.12 Non-voting

- 2.121 The Provost and Vice President for academic Affairs, ex officio, or a designee;
- 2.122 The Vice President for Student Affairs and Enrollment Management, ex officio, or a designee;
- 2.123 The Dean of Admissions and Enrollment Services, ex officio, or a designee;
- 2.124 The Director of Academic Advising, ex officio, or a designee;

- 2.125 The Director of Registration and Academic Progress, ex officio, or a designee.

3. Athletics Committee

3.1 Membership

The membership of the Athletics Committee shall consist of the following:

3.11 Voting

- 3.111 Seven faculty, one representing each college, appointed by the Faculty Council, for staggered two year terms;
- 3.112 Two professional personnel, at least one of whom is a member of the University Council, appointed by the University Council, for staggered two year terms;
- 3.113 Five students with special interest or expertise in intercollegiate athletics to be appointed by the Student Government Association, for one year terms;
- 3.114 The University representative to the NCAA and Mid American Conference.

3.12 Non-voting

- 3.121 The President, ex officio, or a designee;
- 3.122 The Director of Athletics, ex officio, or a designee;
- 3.123 The Director of Athletic Compliance and Eligibility, ex officio, or a designee;
- 3.124 The Director of Athletic Facilities, ex officio, or a designee;
- 3.125 One representative from the Ball State University Alumni Association;
- 3.126 The Director of Academic Support Services, ex officio, or a designee.

4. Extended Education Committee

4.1 Membership

The membership of the Extended Education Committee shall consist of the following:

4.11 Voting:

- 4.111 Three members appointed by the University Council; one of whom must be a member of the University Council, for staggered two year terms;
- 4.112 Seven members, one representing each college, appointed by the Faculty Council, for staggered two year terms;
- 4.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

4.12 Non-voting:

- 4.121 The Dean of the School of Extended Education, ex officio, or a designee;

4.122 The Dean of University Libraries, ex officio, or a designee.

5. Financial and Budgetary Affairs Committee

5.1 Membership

The membership of the Financial and Budgetary Affairs Committee shall consist of the following:

5.11 Voting

- 5.111 Three members appointed by the University Council, one of whom must be from the University Council, for staggered two year terms;
- 5.112 Three members appointed by the Faculty Council, one of whom must be from the Faculty Council, for staggered two year terms;
- 5.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

5.12 Non-voting

- 5.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 5.122 The Vice President for Business Affairs, ex officio, or a designee;
- 5.123 The Chairperson of the Salary and Benefits Committee, ex officio, or a designee;

6. Information Technology Committee

6.1 Membership

The membership of the Information Technology Committee shall consist of the following members:

6.11 Voting:

- 6.111 Three professional personnel appointed by and from the University Council, for staggered two year terms;
- 6.112 Three faculty no two from the same academic college, appointed by the Faculty Council, for staggered two year terms;
- 6.113 One undergraduate and one graduate student, appointed by the Student Government Association, for one year terms.

6.12 Non-voting:

- 6.121 The Vice President for Information Technology, ex officio, or a designee;
- 6.122 The Dean of the University Libraries, ex officio, or a designee;
- 6.123 The Director of University Computing Services, ex officio, or a designee;
- 6.124 The Director of University Teleplex, ex officio, or a designee;

- 6.125 The Chairperson of the Instructional Media Support Committee, ex officio, or a designee.

7. International Programs Committee

7.1 Membership

The membership of the International Programs Committee shall consist of the following:

7.11 Voting

- 7.111 Two members appointed by the University Council, for staggered two year terms;
- 7.112 Seven faculty, one representing each college, appointed by the Faculty Council, for staggered two year terms;
- 7.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

7.12 Non-voting:

- 7.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 7.122 The Assistant Provost for International Education, ex officio, or a designee;
- 7.123 The Chairperson of the Instructional Media Support Committee, ex officio, or a designee.

8. Judicial Committee

8.1 Membership

The membership of the Judicial Committee shall consist of the following:

8.11 Voting

- 8.111 Five professional personnel, one elected from each of the five professional personnel areas: Academic Affairs, Business Affairs, Information Technology, Student Affairs and Enrollment Management, and University Advancement, for staggered two year terms;
- 8.112 Seven faculty, one representing each college, elected by each college for staggered two year terms.

9. Master Planning and Facilities Committee

9.1 Membership

The membership of the Master Planning and Facilities Committee shall consist of the following:

9.11 Voting

- 9.111 Three faculty appointed by the Faculty Council, one of whom must be a member of the Faculty Council, for staggered two year terms;

- 9.112 Three members appointed by the University Council, one of whom must be a member of the University Council, for staggered two year terms;
- 9.113 One undergraduate and one graduate student appointed by the Student Government Association, for one year terms.

9.12 Non-voting

- 9.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 9.122 The Vice President for Business Affairs, ex officio, or a designee;
- 9.123 The Dean of the College of Architecture, ex officio, or a designee;
- 9.124 The Director of Disabled Student Development, ex officio, or a designee;
- 9.125 One member appointed by and from the Council on the Environment.

10. Publications and Intellectual Properties Committee

10.1 Membership

The membership of the Publications and Intellectual Properties Committee shall consist of the following:

10.11 Voting

- 10.111 Three members appointed by the University Council, one of whom must be a member of the University Council, for staggered two year terms;
- 10.112 Three members appointed by the Faculty Council, for staggered two year terms;
- 10.113 One undergraduate student and one graduate student appointed by the Student Government Association, for one year terms.

11.12 Non-Voting:

- 11.121 The Provost and Vice President for Academic Affairs, ex officio, or a designee;
- 11.122 The Dean of University Libraries, ex officio, or a designee;
- 11.123 The Executive Director of University Relations, ex officio, or a designee;
- 11.124 The Assistant Vice President for Research of the Office of Academic Research and Sponsored Programs, ex officio, or a designee;
- 11.125 The Director of Ball State University Teleplex, ex officio, or a designee.

11. Research Committee

11.1 Membership

The membership of the Research Committee shall consist of the following appointed members:

11.11 Voting

11.111 Seven faculty, one representing each college, one of whom must be a member of the Faculty Council, appointed by the Faculty Council for staggered two year terms;

11.112 Three members appointed by the University Council, one of whom must be a member of the University Council, for staggered two year terms;

11.113 One undergraduate and one graduate student selected by the Student Government Association, for one year terms.

11.12 Non-voting

11.121 The Dean of the Graduate School, ex officio, or a designee;

11.122 The Assistant Vice President for Research, ex officio, or a designee;

11.123 The Chairperson of the Publications and Intellectual Properties Committee, ex officio, or a designee.

11.124 In addition, the Research Committee, in its evaluation of internal grant proposals, and at its discretion, may include in its deliberations additional, ad hoc, non-voting faculty reviewers who have been recruited to provide disciplinary balance.

2/25/05